



## HAWTHORN DISTRICT 73 PTO

### 2011-2012 EXECUTIVE BOARD MEMBERS

<b><u>President</u></b>		<b><u>Vice Presidents</u></b>	
Taunya Reback	549-1301	Aspen-Amy Rootberg	573-0712
		Elem. North-Beth Palid	549-7764
<b><u>Secretary</u></b>		Elem. South-Glori Huse	573-1874
Jill Pieper	918-1219	Townline-Kirsten Surber	549-8206
		Middle North-Nina Ferolo	816-0087
<b><u>Treasurer</u></b>		Middle South-Judy Blitstein	549-9987
Susan Jones	816-8781	Powers Center-Colleen Garrison	224-207-8461

### 2011-2012 COMMITTEE CHAIRPERSONS

<b><u>Art Adventure</u></b>	<b><u>Hospitality</u></b>	<b><u>Restaurant Week</u></b>
Trisha Terry	Melissa Kaufman	Melissa Kaufman
	918-8113	918-8113
		Kari Lami
		984-2970
<b><u>Book Fair</u></b>	<b><u>House Walk</u></b>	<b><u>School Supplies</u></b>
Micki Froman	Lindsay Edelheit	Marybeth Cavolick
	362-2844	573-9242
	Robyn Gottlieb	Jeanine Sweeney
	816-6929	367-5566
<b><u>Boys' Night Out</u></b>	<b><u>Market Day</u></b>	<b><u>Spirit Wear</u></b>
Ellyn Adkisson	Kim Napierkowski	Olivia Koepke
	224-433-6952	918-0498
Stacy Repkin	Matt Napierkowski	Mandy Kocher
	224-433-6952	816-6101
<b><u>Calendar</u></b>	<b><u>Marketing/Publicity</u></b>	<b><u>Sports Events</u></b>
Pam Gothelf	Ginger Acopiado	Chris Walls
	362-9014	680-9883
Julie Moore		
<b><u>Entertainment Books</u></b>	<b><u>Membership/Hawthorn Dial</u></b>	<b><u>Variety Show</u></b>
Stacey Cronin	Susan Jones	Karen Furllett
	816-0237	955-0183
Lynn Sides	816-8781	Michelle Newman
		415-2452
		Lori Reich
		367-6702
<b><u>Families in Touch (FIT)</u></b>	<b><u>Mother-Daughter Tea</u></b>	<b><u>Winter Boutique</u></b>
Michele Gaus Ehning	Denise Ralph	Amy Goldenberg
	573-0843	984-2064
Laura Josephson-Bernat	Stacy Streb	Cathy Murray
	367-5617	773-718-2300
<b><u>Gift Wrap</u></b>	<b><u>Mulamu</u></b>	<b><u>Website</u></b>
Michelle Chistensen	Judy Blitstein	Chris Walls
	918-2883	680-9883
Tressa Hamann		
Jill Pieper	<b><u>Pipeline</u></b>	
	Mary Bowers	
	247-0251	
<b><u>Hawthorn Early Learning Programs (H.E.L.P.s.) Liaison</u></b>	<b><u>Rebate Programs</u></b>	
Liz Burda	Heidi Gold	
	281-9355	

VISIT THE PTO WEBSITE AT [PTO.HAWTHORN73.ORG](http://PTO.HAWTHORN73.ORG)



## HAWTHORN DISTRICT 73 PTO

### MISSION STATEMENT

The Hawthorn District 73 Parent Teacher Organization (PTO) is an all-volunteer group that provides fundraising, programming and communications services for all Hawthorn District 73 schools (Aspen Elementary, Elementary North, Elementary South, School of Dual Language, Townline Elementary, Middle School North and Middle School South), and the John Powers Center for the Deaf and Hard of Hearing. Our mission is to "enhance the education of our children by promoting the connection between home, school, and community." To that end, we plan and support activities and programs that enrich our children and families, as well as those that foster a sense of community and enhance the climate and culture in and amongst our schools.

### MEMBERSHIP

When you become a member of the PTO, your \$10 annual dues helps support the children, parents and professionals (teachers, administrators and support staff) in our district. Your membership supports our schools, entitles you to vote at our General Board meetings and earns you a complimentary copy of our district-wide student directory, the Dial. Becoming a PTO member does not obligate you to volunteer.

### FUNDRAISING

All funds raised by the PTO are used to directly benefit our students. A small amount of the funds are used to support PTO programs and communications services. The majority of the funds raised are distributed in June proportionately amongst the schools in the district on a per capita basis to be used to further the PTO's mission. Examples of past uses of PTO funds include: playground equipment, school assemblies, field trips, educational magazine subscriptions, sound systems, math calculators, maps, books, assignment notebooks, science lab equipment, roller skating units, school and family events. For a more detailed list of school-specific expenditures, please visit the PTO website. During the 2010-2011 academic year, the PTO distributed \$67,000 to the district schools and provided an additional \$18,500 for programs, communication services and free books. In addition, the PTO distributed \$6,800 to be used specifically for technology in district schools.

### EXECUTIVE AND GENERAL PTO BOARD

The PTO Executive Board guides and directs the general plans of the PTO, must approve any fundraising efforts prior to presentation to the General Board, and works closely with District Administrators. The Executive Board is comprised of the President, seven Building Vice Presidents (one from each building), Secretary and Treasurer, all of whom are elected for two year terms. The General Board includes Principals and Associate Principals, Teacher Representatives, Committee Chairpersons and a Hawthorn Early Learning Programs Liaison.

Meetings take place at the District Office on the first Wednesday of each month (unless otherwise specified). The Executive Board begins at 6:30 p.m., followed by the General Board meeting at 7:00 p.m. Executive Board Members and Committee Chairpersons are expected to attend all meetings. PTO members are welcome to attend, but are not required to do so. General Board meetings are open to the public.

### PTO COMMITTEES

The success of the PTO is dependent upon volunteers! PTO Committees are coordinated by Committee Chairs with the help of dedicated volunteers. Although we welcome volunteers throughout the school year, our formal recruiting process begins in January. Please consider applying for a Board position, joining any Committee as a volunteer, or simply donating any amount of time you can spare (every minute helps!). For more information on how to volunteer, please contact any Board Member or visit our website at [pto.hawthorn73.org](http://pto.hawthorn73.org).



# PTO COMMITTEES AND LIAISONS

## PTO PROGRAMS & LIAISONS

### Art Adventure

This popular program brings fine art awareness and appreciation to our students in the classroom, culminating with a 5<sup>th</sup> grade field trip to the Art Institute. A Board Chair provides district-wide oversight; Building Chairs organize their school program; and volunteers deliver pre-scripted lessons in the classroom and chaperone the field trip.

### Boys' Night Out

Fifth grade boys along with their fathers/father figures enjoy a social evening of dinner, open gym, and a special guest speaker. Board Chairs plan event; volunteers help organize and staff the program.

### Families in Touch

Board Chairs plan, organize and promote Red Ribbon Week and family educational programs. Volunteers help staff the programs.

### Hospitality

This committee provides refreshments at Back-to-School nights in the fall, and other events during the year. Board Chair coordinates effort; volunteers serve refreshments.

### Mother-Daughter Tea

Fourth grade girls and their mothers/mother figures enjoy time together with a guest speaker discussing the changes that girls experience in adolescence. Board Chairs organize and staff event; volunteers help.

### Hawthorn Early Learning Programs (HELPS) Liaison

A Board Member serves as a liaison between the Hawthorn Early Learning Programs and the PTO.

### Room Parent Program

Room Parents organize and staff three room parties per year at our elementary schools. The PTO Building Vice President administers the program and volunteers serve as Room Parents.

### Variety Show

The annual PTO Variety Show provides a fun way for our students to show off their talents. Board Chairs organize event with help from volunteers.

## PTO FUNDRAISERS

### Book Fair

Every fall and winter, each building offers a book fair. A spring book fair is held at the Middle Schools. In total, the fairs helped us raise over \$18,000 in cash and free books. A Board Chair provides district-wide oversight and planning; Building Chairs organize school fairs; and volunteers assist students with book selections, staff the fairs and fill orders.

### Entertainment Books

Sales of this popular coupon book help the PTO raise over \$12,000 each year. Board Chairs coordinate sale; volunteers help label, distribute books and pick up payments and orders in the fall.

### Gift Wrap Catalog

This annual fall sale offers gift wrap and gift items for purchase via catalog sales, raising over \$11,000. Board Chairs coordinate sale; volunteers help label and deliver catalogs and staff order pick up.

### House Walk

This annual "Passport to Spring" House Walk showcases several of Hawthorn District 73's most distinctive homes. Board Chairs plan and coordinate House Walk; committee members provide publicity and get donations; volunteers staff homes during House Walk.

### Market Day

This national organization provides high quality food items for purchase while providing our schools with \$7,700 this year. Board Chairs collect and submit orders to Market Day and coordinate volunteers; volunteers help stock tables or fill orders at monthly pick up day. Free babysitting is provided for volunteers at order pick up location.

### Rebate Programs

We raise over \$15,000 per year in cash back from your purchases at Dominick's and Target and by redeeming your Box Tops symbols! Simply bag and send your Box Tops to school with your child or drop them off at any school.

**Box Tops.** Each Box Top symbol from participating General Mills products is worth 10¢!

**Dominick's.** Register your Dominick's Fresh Values Card number with the PTO and the PTO earns up to 4% of your purchases year round.

**Target Visa.** If you own a Target Visa card, simply designate any one of our schools on your account and a percentage of every dollar you spend goes back to our kids.

Rebate Programs Board Chair organizes and processes submissions. Volunteers help cut Box Tops and collect them from schools. Rebate Programs Board Chair also registers Dominick's participants, tracks overall earnings for all programs and publicizes programs.

### Restaurant Week

The PTO partners with local restaurants to coordinate two week-long events where restaurants donate a portion of their proceeds to the PTO for every sale with a PTO ticket. Committee chairs work with restaurant managers, promote the event and coordinate volunteers.

### School Supplies

The PTO offers pre-packaged school supplies for first-eighth graders. Your children will have all their supplies and you'll never have to step into a store! Board Chairs coordinate fundraiser and process orders.

### Staff Fundraiser

The PTO conducts at least one fundraiser directed to our district staff to help raise funds for our PTO Technology Fund. In the past, there has been a special PTO Raffle Week and a staff lunch where proceeds go to the Fund.

### Spirit Wear

Show your school spirit—wear Spirit Wear! This committee sells clothing and other items with the District logo. Board Chairs select items for sale and work closely with vendor; volunteers help process orders and staff display tables at events.

### Sports Events

Board Chair organizes local sports outings (i.e. Chicago Wolves). A portion of the ticket sales benefit the PTO.

### Winter Boutique

Artists offer hand-made, unique items for sale at winter craft fair; our schools earn a booth fee from each vendor. Board Chairs plan, organize and coordinate event with help of volunteers.

## OTHER VOLUNTEER OPPORTUNITIES

Volunteers are needed to provide Spanish translation.

## PTO COMMUNICATION SERVICES

### The PTO Pipeline

The PTO Pipeline, our bi-monthly newsletter, provides information on PTO programs and fundraisers. Board Chair compiles submitted articles, edits and publishes the newsletter.

### The Hawthorn Dial

The PTO publishes a district-wide student phone directory distributed in the late fall to families who have paid their annual PTO membership dues. Board Chair creates the Dial from data provided by the District; volunteers help label and distribute copies.

### The Hawthorn PTO School Calendar

A complimentary calendar created by Board Chairs is distributed during the first week of school to all district families.

### The Hawthorn PTO Website

Stay informed about PTO activities, as well as provide feedback, by visiting the PTO website, a comprehensive source of information about the PTO. Board Chair maintains website.

### Marketing/Publicity

Board Chair assists PTO Committee Chairs in marketing and publicizing events as needed.

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